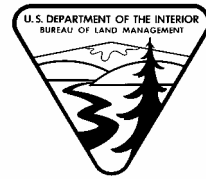




United States Department of the Interior

Bureau of Land Management

Eastern States
7450 Boston Boulevard
Springfield, Virginia 22153
<http://www.blm.gov/eso>



IN REPLY REFER TO:
1221 (964) P

February 24, 2004

EMS TRANSMISSION 02/25/2005
Instruction Memorandum No. ES-2004-13
Expires: 09/30/2005

To: All Eastern States Employees

From: State Director, Eastern States

Subject: Standards for Instruction Memorandums and Use of Note to Reviewer

Program Area: Directives Management

Purpose: This Instruction Memorandum (IM) reiterates the established standards for information to be included in *all IMs* created in BLM-Eastern States (BLM-ES) to ensure clear and consistent direction. It also serves as an example of their application. The Purpose section should describe the objectives that the IM is designed to achieve. *For example, the purpose of this IM is to reiterate the established standards for information to be included in all IMs.*

Policy/Action: Consistent with Director's Office IM No. 2000-01, dated November 2, 1999, and IM No. ES-2001-05, dated November 22, 2000, BLM-ES authors will use the *nine headings* and associated information shown in this IM. The Policy/Action section describes the policy established by the IM or the action of the recipient. Use the WORD template in Attachment 1 to facilitate implementation.

BLM-ES authors will use Attachment 2, the **Note to Reviewer** template, when submitting documents to the Associate State Director or the State Director for signature. *This includes all documents such as: IMs, Congressional correspondence, Issue Papers, Decision Documents, etc.*

In addition, the **Program Area** (first of the nine headings) will indicate the program area covered by the IM such as "Wild Horse and Burro," "Energy and Minerals," or "Cadastral Survey." *For example, the program area covered by this IM is Directives Management.*

Timeframe: Show the due date for actions or the effective date for the new policy. *For example, this IM is effective upon receipt.*

Budget Impact: Indicate how much it will cost to implement these actions, or how much will be saved. Also, consider the impact on labor. If the effect on the budget is minimal, state this in the

IM. For example, the application of this policy to other program areas should have a positive impact on the budget by helping ensure that guidance is clear and consistent.

Background: Consistent with Director's Office IM No. 2000-01, dated November 2, 1999, and IM No. ES-2001-05, dated November 22, 2000, BLM-ES will continue to use the format stated in the IMs. This heading briefly describes the conditions or situation which prompted the IM. *For example, at the February 1999 meeting, the Field Committee expressed concerns about the inconsistency in the way the Washington Office (WO) Directorates prepare IMs and the lack of clear guidance. The same guidance that is used at the Washington Office will be used to prepare IMs in BLM-ES. In addition, the use of Note to Reviewer will also provide the reviewer with pertinent information that will be critical in the review process, but not essential for inclusion in the actual correspondence.*

Manual/Handbook Sections Affected: List the Manual/Handbook sections that will require updating as a result of this new policy/guidance, or that contain related material for reference. **If there are none, please state this in the IM.** *For example Manual 1221, Handbook 1221-1 - Writing and Formatting Directives, is affected by this policy.*

Coordination: Show which Division/Office, Field Offices, or outside agencies were contacted for input. *For example, this document was coordinated with the State Director and State Director's Staff Assistant, and Central Records Staff.*

Contact: Include the name and phone number or e-mail address of the individual(s) best prepared to answer questions or respond to concerns with the IM. *For example, if you have any questions or concerns regarding this policy, please address them to Barbara Beaudin, Records Specialist, at extension 1561, or Char Hannigan, State Director's Staff Assistant at extension 1708.*

Concern regarding the applications of the policy to specific IMs should be addressed to the office issuing the IM, as specified in the "In Reply Refer To:" block or the **Contact** information.

Signed by:
Michael D. Nedd
State Director

Authenticated by:
Vernadean E. White
Management Assistant

2 Attachments

- 1 - Instruction Memoranda Template (1 p)
- 2 - Note to Reviewer Template (1p)

Letterhead)

In Reply Refer To:

(Date)

Instruction Memorandum No. ES-2004-
Expires: 09/30/2005

To:

From:

Subject:

DD:

Program Area: [Indicate the program area cover by the IM, such as Records Administration, Tours of Duty, Wild Horse and Burro Adoptions, etc.]

Purpose: [Describe the objective that the IM is designed to achieve.]

Policy/Action: [Describe the policy established by the IM or the action of the recipient.]

Timeframe: [Show the due date for actions or the effective date of the new policy or requirement.]

Budget Impact: [Indicate how much it will cost to implement these actions, or how much will be saved. If the effect on the budget is minimal, state it as so.]

Background: [Briefly describe the conditions or situation which prompted the IM.]

Manual/Handbook Sections Affected: [List the Manual/Handbook Sections that will require updating as a result of this new policy/guidance. List the Manual/Handbook Sections that contain related material for reference. If none, state it as so.]

Coordination: [Show which Division/Office, Field Office, or agency was contacted for input.]

Contact: [Include the name and phone number of the individual(s) best prepared to answer questions or respond to concerns with the IM.]

Attachment 1

Note To Reviewer

Description: [Include a brief description of the IM or correspondence that is being signed.]

*For example: This directive gives instruction for using nine standard headings when issuing IMs and also instructions for Note to Reviewer for **all IMs and correspondence** that is signed by the ASD/SD.*

Involved Parties: [Include the name and phone numbers of the persons that are familiar with the IM or the correspondence. This information is also used in the **Contact** section of the IMs.]

For example: ES-910 and Records Staff reviewed this IM to help clarify the future issuance of IMs and Note to Reviewer on all IMs and correspondence.

Issues: [Explain the issues involved and help to clarify the importance of the document.]

For example: Issuing this directive will assist in the clarification of directives and correspondence.

Originator: [Include the office, names, titles and phone numbers for the responsibility of the document.]

For example: Michael D. Nedd, State Director (ES-910), at extension 1711.

Author of this IM: [Include the name, title, office code and phone number of the author(s).]

For example: Barbara Beaudin, Records Specialist (ES-964), at extension 1561.

Responsible party/authority: [Usually the same as the **Originator**, but may include other names.]

For example: Michael D. Nedd, State Director (ES-910), at extension 1711.